



150-3450-27
THE SECRETARY OF COMMERCE
 Washington, D.C. 20230

Executive Registry

DEC 12 1977

77-5463/1

Dear Admiral Turner:

By letters dated August 8, 1977, addressed to you and the Heads of 41 other Federal agencies, I suggested that a high-level interagency committee be established to provide appropriate Federal coordination and policy guidance in metric activities and to serve as liaison with the U.S. Metric Board. Enclosed with each letter was a draft charter for such a high-level Interagency Committee on Metric Policy (ICMP). My letter requested agency views on the proposed establishment of this Committee by the Department of Commerce and for comments, if any, on the proposed charter. I proposed to establish the Committee for an initial two-year period, provided that agency responses supported such action.

I am pleased to say that the great majority of the agency responses to the letter of August 8, 1977, supported the establishment of the Committee, and I am therefore proceeding to institute it. This action will be quite timely, since the Committee will be expected to interact with the U.S. Metric Board created by P.L. 94-168. On October 28, 1977, the President submitted to the Senate for confirmation his nominations for membership on the Board.

Included in the responses were some suggested modifications to the Committee charter. Careful consideration has been given to all these suggestions. Most of them have been accepted and incorporated into the revised charter (enclosed). Two of the most significant of these proposed changes, and their resolution in the revised charter, are as follows:

1. Several agencies anticipated difficulty in meeting the stipulated minimum grade level requirements for their Committee representatives and/or alternates. Although it is believed that Committee representatives must be of a sufficiently high level to discuss and act effectively upon broad policy matters, some modifications to the minimum grade levels have been made. Accordingly, the revised charter provides that:

a. Representatives of Federal departments must hold a rank of not less than "Level IV" (no change from the original charter), while their alternates may be not less than GS-16 (a change from GS-17).

b. Regarding Federal agencies (i.e., not full departments), there is no stipulated minimum grade level requirement for representatives or alternates. However, the revised charter states that such representatives shall be of a sufficiently high level to carry out effectively the objectives and functions of the Committee. (The original draft charter required a minimum of "Level IV" for representatives and GS-17 for alternates.)

2. Some agencies indicated a desire to participate in an "advisory" or "observer" capacity. Accordingly, the revised charter provides for "non-voting observer" membership. There are no minimum grade level requirements for observers.

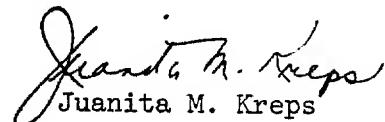
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instructions apply.

The one remaining task is for Federal departments and agencies to appoint their representatives, and alternates if any, to the Committee. I realize that some departments and agencies named representatives in their responses to my letter of August 8, 1977. However, in view of the new provisions in the revised charter concerning (a) grade level requirements of representatives, and (b) the new "non-voting observer" status, I am requesting that the Head of each agency wishing to participate in the Interagency Committee on Metric Policy indicate/confirm to me by January 6, 1978, if possible:

1. the name, address, and telephone number of your representative, and alternate if any, and
2. whether your department or agency wishes to participate as a voting member, or whether it wishes to participate as a non-voting observer member.

We plan to incorporate the names of the member departments and agencies into the charter, as either "voting members" or "non-voting observer members." A copy of the signed charter will be transmitted directly to departmental and agency representatives by the Chairman of the Committee, my Assistant Secretary for Science and Technology, Dr. Jordan J. Baruch.

Sincerely,



Juanita M. Kreps

Enclosure

Admiral Stansfield Turner
Director
Central Intelligence Agency
Washington, D.C. 20505

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DEPARTMENT OF COMMERCE

Charter of The Interagency Committee on Metric Policy (Revised 10/29/77)

Establishment

1. The Interagency Committee on Metric Policy (hereinafter the "Committee") is hereby established to advise the Secretary of Commerce and the Heads of other Federal departments and agencies.
2. The Committee will be responsible and report to the Secretary of Commerce.

Purpose and Scope

The purpose of the Committee is to coordinate and provide policy guidance regarding U.S. Government efforts to implement metric conversion, and to serve as liaison with the United States Metric Board (which is to be established pursuant to the Metric Conversion Act of 1975). The objective of the Committee shall be to promote effective and consistent policies in metric conversion activities throughout the public and private sectors. The scope of the Committee's activities shall include, but not be limited to: standards; training, education and public information; weights and measures; consumer affairs; procurement; data collection; and Federal administrative procedures, as these relate to U.S. Government metric conversion activities.

Functions

The Committee, with respect to the internal operations of the Federal Government and in order to facilitate U.S. Government and public conversion to metric, shall:

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1. Collect and analyze data as appropriate;
2. Provide Executive Branch liaison with the United States Metric Board, established by Section 5 of the Metric Conversion Act of 1975 (P.L. 94-168);
3. Prepare, as appropriate, recommended metric conversion plans and policies for the Federal Government in those areas where more than one Federal department or agency has a primary interest, such as transportation, consumer affairs, the poor and near poor, construction, procurement, weights and measures, and data collection;
4. Prepare, as appropriate, recommendations concerning the development of uniform Federal Government metrification policies, plans, and actions for interaction by Federal departments and agencies with private sector, State, and local government interests engaged in metric activities;
5. Seek to identify needs and actions to strengthen coordination among Federal departments and agencies in their metric conversion activities;
6. With the agreement of the departments and agencies concerned, endeavor to resolve differences among Federal departments and agencies serving on the Committee regarding their implementation of metrification, when in the opinion of the Committee such differences are likely to inhibit efficient Federal Government or private sector conversion to metric or create conditions among people requiring Federal attention and assistance;

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7. Take steps to eliminate unnecessary duplication of Federal metric activities and those which may be performed outside the Federal Government; and
8. Seek optimum harmony between the United States and other countries during the process of metric conversion.

Membership

1. The initial voting members of the Committee shall be:

A. Federal Departments

(To be added.)

B. Federal Agencies

(To be added.)

2. The initial non-voting observer members of the Committee shall be:

(To be added.)

3. Other Federal departments or agencies may become voting members or non-voting observer members of the Committee upon application to or by invitation from the Secretary of Commerce.

4. In order to maximize the effectiveness of the Committee, including its interaction with the United States Metric Board, it is necessary that voting representatives be responsible policy-making individuals at a relatively senior level. Accordingly, the Head of each Federal department serving on the Committee shall appoint a responsible official whose rank shall not be less than a "Level IV" of the Executive Schedule

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(5 U.S.C. 5312-15, 5317) to serve as that Federal department's metric policy official and representative on the Committee. An alternate to a departmental representative may be appointed, but the rank of that alternate shall be not less than GS-16. The Head of a Federal agency (i.e... not a full department) serving on the Committee shall appoint a representative (and alternate, if any) whose rank shall be consistent with effective implementation of the objectives and functions of the Committee. The Head of each Federal department and agency serving on the Committee shall inform the Secretary of Commerce of his or her appointed voting representative, and alternate if any. Appointments to the Committee shall be for an indefinite term.

5. A Federal department or agency not wishing to participate as a voting member of the Committee may participate as a "non-voting observer." The Head of such department or agency shall inform the Secretary of Commerce of his or her appointed observer-representative, and alternate if any. Observer appointments shall be for an indefinite term. There are no minimum grade level requirements for observers.

Administrative Provisions

1. The Assistant Secretary of Commerce for Science and Technology shall be the Committee Chairman. The Deputy Assistant Secretary of Commerce for Product Standards shall serve as the alternate to the Committee Chairman and, where requested by the Chairman, will carry out specific responsibilities of the Chairman as assigned.

2. Meetings of the Committee shall be conducted only when a quorum is present at the commencement thereof. One-third of the membership of the Committee shall constitute a quorum. The Committee shall meet approximately three or four times per each 12-month period.

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3. Amendments to the charter may be made upon approval of two-thirds of the Committee's voting membership at the time.
4. The Committee may establish an Executive Committee, subcommittees, and working groups as deemed appropriate. A Committee representative may bring experts from his Federal department or agency to Committee meetings to participate in discussions of particular items on the agenda. Upon receiving prior approval of the Chairman, Committee representatives may invite individuals who are not employees of their Federal departments or agencies, including nongovernment consultants or observers, to participate in such discussions on an ad hoc basis.
5. The Committee may draft other administrative or operating procedures as necessary, consistent with its purpose and functions.
6. The Department of Commerce shall provide support services for the Committee, including the Executive Secretariat.
7. As may be necessary for carrying out the functions of this Committee, member departments and agencies shall cooperate fully in endeavoring to furnish appropriate assistance to the Committee.

Annual Report

The Committee shall submit a progress report to the Secretary of Commerce at 12-month intervals after its establishment. This report should summarize the Committee's activities during the previous 12-month period and include a description of all recommendations formulated by the Committee and actions taken in response to such recommendations during the period covered.

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Duration

The Committee shall terminate two years from the date of this charter unless the Secretary of Commerce determines that continuation of the Committee is necessary.

Signed _____
Secretary of Commerce

Date:

Note: No signature required at this time.